

TAB B.



Special Assistant to DD/A

CONFIDENTIAL

I. To perform staff duties for the DD/A in the particular area of Special Projects as defined in CFR's [REDACTED]

25X1A

a. To provide general assistance and guidance in the development of extraordinary administrative support and control facilities and concepts for Special Projects and the proper provision thereof in Administrative Plans.

b. To assist in the resolution of differences of opinion between the operating and administrative offices as to the method, manner, or procedural requirements to be prescribed for the support of covert operations.

c. To convene and conduct at the DD/A staff level final coordinating meetings to conclude as to the adequacy and reasonableness of proposed Administrative Plans for the conduct of Special Projects.

d. To receive and investigate all reports indicating inadequacies in or non-compliance with approved Administrative Plans and to initiate corrective action.

e. To keep the DD/A informed as to the administrative status of the Special Projects at all times.

f. To develop standards, principles and procedures designed to ensure the effective support and proper administration of Special Projects.

II. a. To provide special staff support to the DD/A in the general area of covert administration and the support of covert operations.

b. To undertake the study and preparation of coordinated resolutions of covert administrative problems referred to the DD/A by the Chief, Administrative Staff DD/P as being incapable of resolution by direct action between the operating and support offices concerned.

c. To initiate and supervise the preparation of special staff studies leading to the development of new policies, regulations and procedures which will more effectively or adequately meet the demands of covert administration.

d. To maintain continuing active contact and liaison with Senior Agency Administrative officials toward the expeditious resolution of whatever administrative problems may be under advisement.